



**SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED (SPDC)**  
**TENDER OPPORTUNITY: PROVISION OF HOTEL AND CATERING FOR SEA EAGLE FPSO**  
**NIPEX TENDER NUMBER: SPDC.00000353**  
**TENDER REF: CW388061**

### 1.0 INTRODUCTION

The Shell Petroleum Development Company (SPDC) as Operators of the Joint Venture between itself and the Nigerian National Petroleum Development Corporation (NNPC), on behalf of the Joint Venture hereby invites reputable and competent registered Nigerian companies (DPR registered and licensed) with proven experience in **INDUSTRIAL CATERING, HOUSEKEEPING and HOSPITALITY SERVICES** to apply for inclusion into the bid list of the tender for the **PROVISION OF HOTEL AND CATERING FOR SEA EAGLE FPSO** listed in the scope of work below. .

### 2.0 SCOPE OF WORK

#### - Provision of Hotel Services:

- Provide services for accommodation units; establish and continuously manage accommodation fixture and fitting inventory

#### - Provision Catering Services:

- Provide Catering and Hotel Services on Sea Eagle FPSO only.
- Supply and delivery of fresh and wholesome food commodities, continental and national Meals; canteen meals, takeout/packed meals, coffee, tea, beverages, milk, bottled water, fruit juice, etc.
- Provision of off- menu meals to Sea Eagle employees, contractors and visitor's due to valid medical reasons as may be required.
- Provision of catering services for any special event function on Sea Eagle FPSO as may be required.
- Maintain on the FPSO a stock of food and materials to be able to provide a complete catering service for a minimum of 14 days (2 weeks' stock-level).
- Provide at contractor's cost special movable containers, freezers and chillers meeting the specifications of BS EN 12079 for the transportation of dry and frozen items to the FPSO.

#### - Provision of Janitorial & Laundry Services

- Provide cleaning materials, supplies and equipment to industry standards.
- Provide janitorial services to offices and designated work areas.
- Cleaning of urinals and toilets in offices and residential areas at all times.
- Move furniture and deep clean spaces according to offshore industry standards, including windows, curtains, walls, floors and ceilings, light fixtures, etc. according to schedule. Office spaces and rooms cleaned daily, deep cleaning carried out monthly.
- Operate laundry and associated machinery, wash and press Sea Eagle employees, contractors and visitors clothing and work coverall; wash, manage and distribute all bed linen (sheets, blankets, pillows, spreads, towels, etc.).
- Provide residential and office waste management and disposal services.
- Provide pest eradication services using the shell approved chemicals (Alpha-Cypermethrin and Lambda-Cyhalothrin).
- Provision of Inventory Management Services
- Provide purchasing and warehouse management for consumables, spare parts, and Contractor supplied materials/equipment to do the work.
- Provide management and administration of beddings, cooking wares and equipment supplies as provided by Sea Eagle.
- Maintain at contractor's cost, the inventory of all kitchen tools, high quality utensils (Cutleries, mugs, cups, plates), and consumable equipment as agreed in the tender document.
- Maintain at contractor's cost, the inventory of all sheets, pillows, pillowcases, mattress, covers, duvets, and other items.
- Deliver to cargo embarkation point all food, provisions, laundry, and materials required to execute the contract.

### 3.0 MANDATORY REQUIREMENTS

1. To be eligible for this tender exercise, interested tenderers are required to be pre-qualified as essential service vendor in the **Catering & Housekeeping Services in the NJQS Catering Services - Product Group 3.18.03** - categories in NipeX Joint Qualification System (NJQS) data base. **Only successfully pre-qualified suppliers in this category will receive Invitation to submit Technical and Commercial bids.**
2. To determine if you are pre-qualified and view product/service category you are listed for, open <http://vendors.nipex-ng.com> and access NJQS with your login details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.
3. If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 8-10 Bayo Kuku Street, Ikoyi, Lagos with your DPR certificate as evidence for necessary update.
4. To initiate the JQS prequalification process, access [www.nipex-ng.com](http://www.nipex-ng.com) to download the application form, make

necessary payments and contact NipeX office for further action.

5. To be eligible, all tenders must comply with the Nigerian Content Requirements in the NipeX system.

#### 4.0 MINIMUM REQUIREMENTS

1. A cover letter summarizing the content of the Pre-Qualification Document.

2. Nigerian Registration

(a) Evidence of Contractor's registration in Nigeria (Certificate of Incorporation), Contractor's legal status and profile including Nigerian shareholding and details of any formal technical support agreement with foreign companies.

**Failure to provide any of these requirements shall constitute a Fatal Flaw.**

(b) In the case of joint venture, attach copy of the Joint Venture Agreement or Memorandum of Understanding (MOU), clearly stating the roles, obligations and responsibilities of each party.

(c) Copy of current certificate of registration of the Department of Petroleum Resources (DPR) or evidence of renewal

#### 5.0 NIGERIAN CONTENT REQUIREMENTS

Vendors are to demonstrate strict compliance with the provisions of Nigerian Oil & Gas Industry Content Development Act and also provide the following requirements:

- Only Nigerian registered entity having greater than 51% Nigerian shareholding shall bid for this work scope. Tenderer shall provide evidence that entity is a Nigerian-registered company. Submit certified true copies of CAC forms 10, 02 & 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc.) and other evidence of entity's incorporation, shareholding & ownership structure in Nigeria. Tenderer shall provide evidence of registration on the NCDMB NOGIC JQS.
- Provide a Nigerian Content Execution Plan providing a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that would be involved in executing the work. Also provide details of Nigerian Content focal point or manager.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses.
- In line with the NCD Human Capacity Development Initiative, Bidder shall commit to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing OGTAN registered trainer(s) or other approved NCDMB training institution(s).
- Location of in-country facilities (Storage, workshops, repair & maintenance facilities and testing facilities)
- Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.
- Tenderer shall demonstrate membership of the Nigeria hotel and catering institute or similar affiliated hospitality professional registration body in Nigeria

#### 6.0 CLOSING DATE:

Only Tenderers who are registered in the NJQS product/category as at 05<sup>th</sup> October 2020 being the advert close date shall be invited to submit Technical and Commercial bids.

#### 6.0 ADDITIONAL INFORMATION

- Proposed contract start date is Q4 2020
- Contract Duration: 2 years + 1 year extension option.
- All cost incurred in registering and prequalifying for this and other product/service categories shall be borne solely by suppliers.
- Suppliers that are prequalified for this product/service category in NJQS must ensure that the name and contact details (physical address, email address and telephone number) of their company and authorised/responsible personnel are up-to-date in their company profile in the NJQS database.
- SPDC shall communicate only with authorized/responsible personnel of prequalified companies and not through unauthorized individuals or agents.
- All respondents to SPDC must ensure full compliance with the Nigerian Oil and Gas Industry Content Development Act, 2010. (NOGICD) All respondents should educate themselves on the requirements of the NOGICD and ensure full compliance. Non-Compliance is a FATAL FLAW.
- This advertisement of "Invitation to tender" shall not be construed to be a commitment on the part of NNPC/SPDC to award any form of contract to any company and/or associated companies, sub-contractors or agents; nor shall it entitle any company submitting documents to claim any indemnity from NNPC/SPDC and/or any of its partners. NNPC/SPDC reserves the right to take final decision on any of the documents received in the pre-qualification/Technical package.

Please visit NipeX portal at [www.nipex-ng.com](http://www.nipex-ng.com) for this advert and other information and note that this contract will be progressed through NipeX system.